

ScripPayment Gateway allows UnitedScrip to directly debit your checking account through our secure GeoTrust site. This will allow us to ship your order directly to you and you pay for shipping. UnitedScrip will debit your account within 24 business hours and ship your order in 2-4 days. Please read below to set up your account if you wish to take advantage of this secure convenience.

Part 1: Registration at www.ScripZone.com

1. New User Only

Go to **www.ScripZone.com** and click on the **New User Option**.



New User

Existing User (You have a ScripZone Account already set up) - Go to Part 2

Existing User (Only ordered at the UUCF Scrip Table)

Go to **www.ScripZone.com** and click on the **LogIn Option**

(Your email address is your User Name and you will need to click on forgot password to set a password.)



Login

2. Create your Secure Online Account:

- ✓ **Create Your User Name**
- ✓ **Password**
- ✓ **Enter your Email Address**
(Confirmation of your orders are emailed to registered accounts)
- ✓ **Choose a Security Question**
- ✓ **Answer Security Question**

3. Enter/Update your Contact Information. Please be sure to include your full address and phone where you may be reached for clarification of your order if needed. By creating a User, you do agree to receiving information and updates from www.ScripZone.com concerning confirmation of orders you have placed, special retailer discounts from 'ScripNotes' our electronic newsletter, and emails from your Group Scrip Coordinator. *It is our policy that **NO** information, including emails, phone or addresses are **EVER** made available to third parties.

4. After registering you will be prompted to provide an Organization ID.

- a. Group/Organization ID: **714871UUF**
- b. Group/Organization: **Unitarian Universalist Cong of Fullerton**
- c. Team: **UUCF**
- d. Payment Method: **Pay with ScripPayment Gateway**

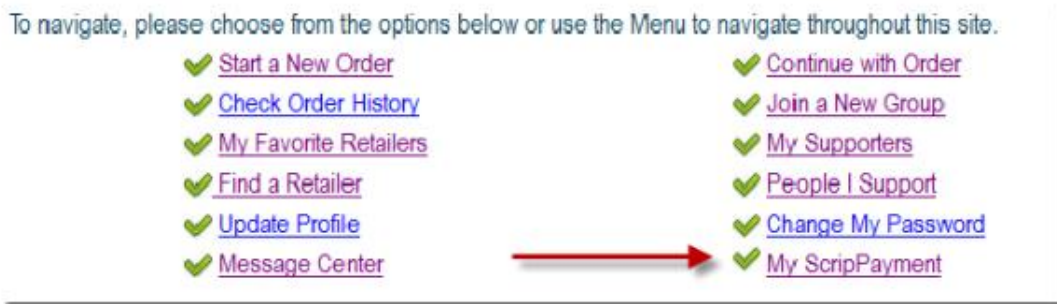
Part 2: Set Up Direct Electronic Payment Using ScripPayment Gateway

UnitedScrip works with Payment Gateway, a National Provider of secure, online payment systems, the Federal Reserve and your Banking Institution to provide this service.

This takes a bit of effort, but it is a onetime setup, so once you have completed the process you don't need to do it again.

1. Login to the www.scripzone.com site

From the Home Page, click on My ScripPayment to begin the applications process.



2. Complete the ScripPayment ACH Account Information. Be sure to indicate if the account is a Checking or a Savings Account, and then create your PIN.

The screenshot shows the 'Scripzone, Your Fundraising Partner' website. On the left is a form with fields for: Bank Routing #, Bank Account #, Bank Name, First Name, Last Name, Address, City, State, Zip, Account Type (a dropdown menu currently showing 'Checking Account'), and Your 4 Digit Pin Code. On the right is a preview of a check with the number 1025. Red arrows point from the 'Bank Routing #' field to the 'Routing Number' on the check, from the 'Bank Account #' field to the 'Account Number' on the check, and from the 'Your 4 Digit Pin Code' field to the 'Check Number' on the check. Below the form, there is a text prompt: 'Please create any 4 digits code(1000-9999), so you can have access to your eCheck for later orders.' and a 'Save eCheck Information' button.

— Accept the Terms and Conditions and you are on your way to a secure payment option for your Scrip orders.

3. Once you submit the Banking Information required, Gateway will verify your accounts by depositing a small amount INTO your account.

This process requires 3 – 5 business days.

4. Log back into your ScripZone.com site to check the status of your Application.



Watch for your Application Status to change!

5. Once your Status has changed to Waiting for Your Approval, please contact your Bank and request the amount deposited. If you bank online, check your bank account for the transaction and note the amount deposited. (Amounts will vary with each verification process.)

6. Login to the secure www.scripzone.com site.

From Home Page, Click on “My ScripPayment (Waiting for Your Approval)”.

You will see a list of Bank Names (you may add up to three).

7. Choose "Click Here to Verify Your Account" for the Bank account you are using.

8. Enter the amount deposited into your account and click "Approve Scrip Payment /eCheck".

You are now approved to electronically process payment for your Scrip Orders*

*Please note that by approving and establishing this account you understand and agree to the Terms and conditions of www.scripzone.com.

1. A \$0.50 fee will be added to your total order and processed with each payment. This charge applies to each transaction.

2. I authorize UnitedScrip to electronically transfer funds from my account for payments due. Furthermore, if any such electronic debit(s) should be returned by my financial institution as unpaid (Non-Sufficient or Uncollected Funds), I understand that my nonprofit will be charged the amount of order in full, plus a banking fee of \$25.00. Your order will be cancelled if not yet released for fulfillment by your Group Coordinator. If the order has shipped, the Group Coordinator will be notified to hold order until payment is received to organization. If the order has been released to you, you are responsible to pay the organization in full, plus any banking charges.

Shipping Costs:

- Regular Mail – 8 cards or fewer \$1
- Trackable Regular Mail – 12 cards or fewer \$3
- USPS Priority Mail – over 12 cards \$7.50

Part 3: Place an order

When you place a new order, make sure that the Information for the Order is set correctly

Select Your Group: Unitarian Universalist Cong of Fullerton ▼

Select Your Team: UUCF ▼

Select Your Payment Method: Pay with ScripPayment Gateway ▼

[Set Information for this Order](#)

Choose your scrip and submit your order (make sure you click "**Place Your Order**").

Please review all scrip limitations of use before ordering. An email will be sent to you with your order

Thank You for Making Every Purchase Profitable for UUCF!
Scrip Makes it Easy! ...but YOU Make it Count!